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## Call for Proposal (CFP) Template for Responsible Parties

### Strengthening civil society capacities and multi-stakeholder partnerships to advance women’s rights and gender equality in Turkey

#### Section 1

CFP No. CFP – TUR – 2021 – 01

#### a. CFP letter for Responsible Parties

UN Women plans to engage Responsible Parties as defined in accordance with these documents. UN Women now invites proposals, submitted via e-mail, from qualified proponents for providing the requirements as defined in the UN Women Terms of Reference.

Proposals must be received by UN Women at the specified e-mail address not later than Turkey midnight time on 16 June 2021.

The budget range for this proposal should be minimum USD 130,000 and maximum USD 170,000.

This UN Women Call for Proposals consists of <u>two</u> sections:	Annexes to be completed by proponents and returned with their proposal (mandatory)
<p><u>Section 1</u></p> <p>CFP letter for Responsible Parties            Proposal data sheet for Responsible Parties            UN Women Terms of Reference  <b>Annex B-1</b> Mandatory requirements/pre-qualification criteria</p> <p><u>Section 2</u></p> <p>Instructions to proponents  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>	<p><b>Annex B-1</b> Mandatory requirements/pre-qualification criteria  <b>Annex B-2</b> Template for proposal submission  <b>Annex B-3</b> Format of resume for proposed staff  <b>Annex B-4</b> Capacity Assessment minimum Documents</p>

Interested proponents may obtain further information by contacting this email address: [turkey.procurement@unwomen.org](mailto:turkey.procurement@unwomen.org). Proponents should explicitly mention the CFP no CFP – TUR – 2021 – 01 in the subject of the correspondence.

#### b. Proposal data sheet for Responsible Parties

**Project:** Strengthening civil society capacities and multi-stakeholder partnerships to advance women’s rights and gender equality in Turkey

**Program official’s name:** Zeynep Aydemir Koyuncu

**Email:** [turkey.procurement@unwomen.org](mailto:turkey.procurement@unwomen.org)

**Issue date:** 07 May 2021

An information meeting will be organized for the potential proponents on 20 May 2021 between 10.00 and 12.00 Istanbul time. Please register at this [link](#) for the information meeting.

**Requests for clarifications due:**

**Date:** 21 May 2021 **Time:** Turkey midnight time  
(via e-mail)

**UN Women clarifications to proponents due:**

**Date:** 28 May 2021 **Time:** Turkey midnight time

**Proposal due:**

**Date:** 16 June 2021 **Time:** Turkey midnight time

**Planned award date:** 9 September 2021

**Planned contract start date:** 9 September 2021



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## a. UN Women Terms of Reference

### 1. Introduction

#### 1.1 Background/Context for required services/results

UN Women (the United Nations Entity for Gender Equality and the Empowerment of Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

In Turkey, in line with its global [Strategic Plan 2018-2021](#), UN Women works towards three overarching goals: 1) Women lead, participate in, and benefit equally from governance systems; 2) All women and girls live a life free from all forms of violence; 3) Women and girls contribute to and have greater influence in building sustainable peace and resilience and benefit equally from the prevention of natural disasters and conflicts and humanitarian action.

The project ‘Strengthening civil society capacities and multi-stakeholder partnerships to advance women’s rights and gender equality in Turkey’ to be implemented by UN Women Turkey Office between April 2021 and March 2024 with funding from the European Union aims to reduce gender inequalities by enhancing the ability of civil society organizations (CSOs) to be agents of transformative change towards gender equality and women’s rights. The specific objective of the project is “Women’s rights groups, women-led CSOs and other relevant rights based CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination/marginalization, more effectively influence the gender equality and women’s empowerment agenda at the national and local levels.”

One of the outputs of the project is that ‘Women’s rights/women-led CSOs and other relevant rights-based CSOs in Turkey have increased resources and capacities to advance the rights of women and girls in fields where gender gaps persist - economic empowerment, elimination of violence against women, and access to justice/human rights mechanisms - in line with Turkey’s national and international commitments and in consideration of COVID-19 impacts.’

In these areas, Turkey has made important strides towards aligning its national legislation with international standards on women’s rights and gender equality and adopting a relevant policy framework. Yet, there are gaps in the implementation of legislation and policies. The Gender Development Index (GDI) for Turkey stands at 0.924 in 2019, with the female Human Development Index (HDI) standing at 0.784 and the male HDI at 0.848. In terms of the Gender Inequality Index (GII), Turkey ranked 68th in 2019, which is lower than its HDI rank.

**Violence against women and girls (VAWG)** is widespread and perpetuated by gender stereotypes and unequal power relations between women and men. According to the latest prevalence research “Domestic Violence in Turkey Research Report (2014)”<sup>1</sup>, 38% of ever-married women reported having been subjected to physical and/or sexual violence at any point in their lives by their husbands or intimate partners. The European Commission indicates in its Turkey 2020 Report that ‘...due to continued weak implementation, lack of coordination between institutions and lack of awareness and commitment of law enforcement officials on how to address gender-based violence, gender disparity and violence against women remain of serious concern’ and that 474 women were murdered as a result of VAWG in 2019<sup>2</sup>. According to the same report, services for women survivors of violence are very limited and the number of centres to provide such services remains inadequate, where there are 146 women’s shelters as of December 2019.

Traditional attitudes that normalize VAWG also contribute to victims’ reluctance to report crimes. While 12% of ever-married women have been subjected to sexual violence, only 11% of survivors applied to an institution for support.<sup>3</sup> One of the reasons why survivors of VAWG do not apply to an institution is the lack of knowledge especially about justice and legal aid mechanisms. This is also confirmed by the CEDAW Committee in its latest Concluding Observations

<sup>1</sup> Turkey Demographics and Health Survey, 2018 Available at: <http://www.hips.hacettepe.edu.tr/eng/tdhs2018/>

<sup>2</sup> Commission Staff Working Document, Turkey 2020 Report [https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/turkey\\_report\\_2020.pdf](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/turkey_report_2020.pdf)

<sup>3</sup> Ministry of Family and Social Policies and Hacettepe University Institute of Population Studies (2014), Domestic Violence against Women in Turkey: Summary report.



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to Turkey following the seventh periodic review of Turkey's national report in 2016<sup>4</sup>. The Committee expressed concern about "persisting barriers" to women's **access to justice and human rights mechanisms** including lack of knowledge by women of their rights, language barriers faced by women whose native language is not Turkish, limited knowledge of gender equality on the part of law enforcement officials and legal practitioners, the limited scope of legal aid, both economically and substantively, makes it inaccessible to women who cannot afford it. It recommends that women's awareness of their rights and the means to enforce them to be enhanced in addition to ensuring free legal aid to women who face language and economic barriers in accessing legal aid. The Committee also points out the crucial role of independent human rights organisations such as the Ombudsman Institution.

**Women's labour force participation and employment rates** in Turkey remain low. According to TURKSTAT, in 2020, the employment rate for women was 26.3%, compared with 59.8% for men (above the age of 15), with an overall decrease by 2.9 percentage points compared to 2019<sup>5</sup>. Women's unemployment rate is recorded as 15% in 2020, whilst this rate is 12.3% for men. The rate of women employed without any social security is 37.1% compared to 27.7% for men in 2020<sup>6</sup>. The gender gap in employment is particularly high for the 25-49 age group with small children. According to TURKSTAT's 'Time Use Survey' of 2015, women do five times more care and domestic work than men, regardless of their employment status.<sup>7</sup> Women earn less than men regardless of their level of education. European Commission's Turkey 2020 Report underscores the need for more tailor-made efforts and outreach strategies to improve the employability of low skilled, women and young people, those not in employment, education or training in particular. The report also underlines the lack of legislative and institutional mechanisms needed to balance family and working life as a basic component of all national policies promoting women's employment.

**Women and girls belonging to specific groups** are facing compounded challenges due to the intersection of sex/gender and nationality, disability, migration status, age, health status, and other aspects. More specifically, there is a lack of policies and measures that prevent discrimination and advance the substantive equality of **women and girls with disabilities**, both vis-à-vis men with disabilities, and other women, as well as that ensure their access to justice and human rights mechanisms. Many **Syrian women under Temporary Protection** and other refugee and migrant women continue to live under harsh and unpredictable conditions, with little access to income, decent jobs and protection assistance. Only 11.2% of Syrian women aged between 15 and 65 are employed as opposed to 71% of men.<sup>8</sup> According to UN Women's 2018 study, over 70% of women speak no or limited Turkish, a significant impediment for accessing services. 73% of women do not know where to seek assistance related to violence or harassment.<sup>9</sup> According to the DHS 2018, child, early and forced marriages are highly prevalent where 44.8 % of Syrian girls below the age of 18 and 9.2 % of girls below the age of 15 report that they are married or are living with a partner.<sup>10</sup>

The **COVID-19 pandemic** has exacerbated existing gender inequalities and risks faced by women across the various issues described above and creates significant risks that gains achieved in advancing women's rights, economic and social status will be eroded and reversed. Evidence from the world<sup>11</sup> and Turkey<sup>12</sup> shows that the impacts and implications of COVID-19 are different for women and men, and that women and girls face additional burdens and risks. Emerging global data suggests that women lost their jobs and/or businesses more than men after the outbreak of COVID-19. According to UN Women Rapid Gender Assessment in Turkey conducted in April 2020, despite some positive signs of men stepping up their engagement in domestic and care work, the care burden has increased more significantly

<sup>4</sup> Concluding observations on the 7th periodic report of Turkey : Committee on the Elimination of Discrimination against Women, available at <https://digitallibrary.un.org/record/840825>

<sup>5</sup> <https://data.tuik.gov.tr/Bulten/Index?p=%C4%B0%C5%9F%C3%BC%C3%BC-%C4%B0statistikleri-2020-37484&dil=1> accessed on 29 March 2021.

<sup>6</sup> *Ibid.*

<sup>7</sup> <https://turkstatweb.tuik.gov.tr/PreHaberBultenleri.do?id=18627> accessed on 29 March 2021.

<sup>8</sup> Syrian Refugees in the Turkish Labour Market, ILO March 2020  
[https://www.ilo.org/ankara/publications/WCMS\\_738602/lang--en/index.htm](https://www.ilo.org/ankara/publications/WCMS_738602/lang--en/index.htm)

<sup>9</sup> <http://eca.unwomen.org/en/digital-library/publications/2018/08/needs-assessment-of-syrian-women-and-girls-under-temporary-protection-status-in-turkey>

<sup>10</sup> Turkey Demographics and Health Survey, 2018 Available at: <http://www.hips.hacettepe.edu.tr/eng/tdhs2018/>

<sup>11</sup> UN Women 2020 Available at: <https://www2.unwomen.org/-/media/field%20office%20eca/attachments/publications/2020/04/un%20women%20brief.pdf?la=en&vs=2523>

<sup>12</sup> UN Turkey, COVID-19 Socio-Economic Impact Assessment Report available at <https://turkey.un.org/en/126064-un-turkey-socio-economic-impact-assessment-report>



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for women across all categories of unpaid work and the gendered division of labour at home persists<sup>13</sup>. Confinement measures and difficulties in accessing services has exacerbated a “shadow pandemic” of domestic violence, globally as in Turkey. Women’s civil society organizations (CSOs) report an increase in the number of calls received by their hotlines for supporting survivors of gender-based violence as well as difficulties in accessing public services especially in the early days of the pandemic. With the transfer of work, education and socializing to digital spaces, there is a need for greater focus in assessing and responding to online and ICT-facilitated violence against women and girls.

COVID-19 has particularly hit hard women in already vulnerable and disadvantaged positions, such as female-headed households, informal workers, Syrian refugees, those with disabilities and others. Among Syrian refugees, CSOs identify risks of rise in early school leaving for girls and in the prevalence of child marriages as coping strategies in the face of additional economic hardships. The socio-economic impact of the COVID-19 pandemic has further increased challenges to access livelihoods opportunities and endangering income security<sup>14</sup>.

## 2. General Overview of services required/results

Under the present Call for Proposals UN Women will award Partner Agreements (PAs) to civil society organizations to contribute to the achievement of the project Output:

Output 1: “Women’s rights/women-led civil society organizations and other relevant rights-based CSOs in Turkey have increased resources and capacities to advance the rights of women and girls in fields where gender gaps persist - economic empowerment, elimination of violence against women, and access to justice/human rights mechanisms - in line with Turkey’s national and international commitments and in consideration of COVID-19 impacts.”

PAs will be awarded in three lots, in the thematic areas of:

LOT 1: Elimination of violence against women and girls

LOT 2: Increasing women’s access to justice and human rights mechanisms

LOT 3: Advancing women’s economic empowerment

For all three lots, applicants are required to reflect how their proposals will address the immediate and mid-term impacts of COVID-19 in the respective area.

Applicants should submit individual proposals covering the eligible activities under only one lot (lot 1 or lot 2 or lot 3). Applicants may apply to more than one lot separately, provided that they submit only one proposal corresponding to a single lot, with all mandatory annexes (B1.1-B1.6).

Indicative areas of intervention under each lot are provided below.

### LOT 1: Elimination of violence against women and girls

- Strengthen and implement the policy and legal framework on preventing and combating different forms of violence against women and girls, in line with the international norms and standards;
- Advance favourable social norms, attitudes and behaviours to prevent violence against women and girls;
- Enhance the availability, accessibility and quality of essential services so the impacts of violence are addressed and perpetrators are held accountable;
- Implement and improve good practice service standards for the effective provision of specialist support services for women survivors of violence;
- Provide trainings for local service providers to deliver quality, coordinated services, to hold perpetrators to account, and to collect and use of data in an ethical manner, in line with the internationally accepted standards;
- Provide capacity building support to grassroots women’s rights organisations to establish or operate counselling centres, crisis centers, helplines, etc.; and to provide legal aid, referrals and other relevant modalities of support for survivors of violence against women and girls;

<sup>13</sup> UN Women Turkey, Rapid Gender Assessment of COVID-19 implications in Turkey (2020), *conducted through a telephone-based survey among nationally representative sample of 1,500 men and women over the age of 15*. Available at: <https://eca.unwomen.org/en/digital-library/publications/2020/06/the-impact-of-covid19-on-women-and-men-rapid-gender-assessment-of-covid19-implications-in-turkey>

<sup>14</sup> [http://www.3rpsyriacrisis.org/wp-content/uploads/2021/02/3RP-Turkey-Country-Chapter-2021-2022\\_EN-opt.pdf](http://www.3rpsyriacrisis.org/wp-content/uploads/2021/02/3RP-Turkey-Country-Chapter-2021-2022_EN-opt.pdf)



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- Strengthen the dialogue between public service providers and CSOs at the central and local levels;
- Implement advocacy and awareness-raising activities to increase women's understanding of their rights to quality essential services and to contribute to higher rates of reporting and use of support services.
- Initiatives to combat specific forms of violence such as online and ICT-facilitated violence against women and girls, sexual violence in public spaces, etc.

UN Women will indicatively award two Partnership Agreements to two CSOs under Lot 1.

#### **LOT 2: Access to justice and human rights mechanisms**

- Identify and provide evidence regarding the barriers to women's access to justice in response to violations of women's rights, at the different levels and stages of the justice delivery chain, including for survivors/victims of violence against women in relation to different forms of discrimination or violence;
- Promote women's access to justice and/or human rights mechanisms in the above-mentioned non-exhaustive fields;
- Promote the rights of women to receive information about available justice/human rights mechanisms, including on violence against women and girls;
- Address state and non-state service providers' capacity needs and develop/implement models for the establishment of new services or the strengthening of existing ones in line with the international normative framework and standards;
- Support the enhancement of human rights mechanisms' capacities in Turkey to handle complaints and applications with regards to women's rights and gender equality in line with the international and national norms and standards. This may include designing and implementing capacity development trainings, development of guidelines or tools in collaboration with human rights mechanisms for their use;
- Design and implement innovative peer-to-peer support programmes to increase (young) women's knowledge, information and awareness with regards to access to justice and human rights mechanisms;
- Foster the empowerment of survivors of violence against women and of women and girls subject to discriminatory acts while accessing justice and/or human rights mechanisms, provide comprehensive, accurate, practical and tailor-made information to ensure their immediate access to support;
- Design and implement campaigns to inform women about their rights and justice services available to them, referral mechanisms for survivors/victims of violence against women and girls, on discriminatory acts in the labour market, education, health, public services, etc., and how to gain access to the formal justice and human rights mechanism, including marginalized women, women and with disabilities and special needs, and those facing multiple forms of discrimination;
- Foster dialogue with the local and national human rights mechanisms including the Ombudsman institution.

The proposals under Lot 2 should take into account the access of women with disabilities to justice and human's rights mechanisms, along with other marginalized women and those facing multiple forms of discrimination, in line with the principle of 'Leave No One Behind'.

UN Women will indicatively award two Partnership Agreements to two CSOs under Lot 2.

#### **LOT 3: Advancing women's economic empowerment**

- Generate data and conduct evidence-based advocacy with regards to women's economic empowerment, including but not limited to:
  - o women's employment in decent work,
  - o work/life balance,
  - o women's disproportionate care burden,
  - o gender pay gap,
  - o marginalised women's access to the labour market,
  - o gender-based segregation of the labour market and stigma,
  - o violence and harassment against women in the world of work<sup>15</sup>,

<sup>15</sup> Please refer to the Handbook 'Addressing violence and harassment against women in the world of work' developed by UN Women and ILO. English version <https://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2019/addressing-violence-and-harassment-against-women-in-the-world-of-work-en.pdf?la=en&vs=4050>



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- innovation for advancing women's economic empowerment
  - Provide capacity development, networking support to women-led cooperatives, women-led social enterprises, networks and civil society organizations of women-led businesses.
  - Implement activities to strengthen women's access to social protection and addressing unpaid care and domestic work barriers to women's labour market participation, career advancement.
  - Implement complementary activities for re-skilling, increasing digital and soft skills of women, e.g. leadership, communication, conflict resolution, negotiation, public speaking, financial literacy, numeracy, teamwork.

Proposals consisting of purely skills building or vocational training courses will not be considered for award under Lot 3. Limited skills building or vocational training courses may be accepted if fully pertinent and complementary to the proposal and its foreseen activities, and are indispensable for achieving the objective.

UN Women will indicatively award one Partnership Agreement to one CSOs under Lot 3.

#### **Specific Requirements to the Proposal**

For all the three lots, UN Women will prioritize applications from women's rights and women-led organizations. To be considered a "women's rights organization", the organization must demonstrate that its core work is in the field of women's rights, gender equality, the elimination of violence against women and girls, women's access to justice, or women's economic empowerment. The organization's official mission and vision statements must reflect its commitment to pursuing gender equality and empowering women and girls. To be considered a "women-led organization", the organization must demonstrate that it is governed and led by women. This requires evidence that a minimum of 51 per cent of leadership positions across various decision-making levels in the organization, including in management, senior management and board levels are held by women.

The activities may be leveraged through partnerships and engagement with public institutions, local authorities and the private sector. The proponents may partner with other relevant organizations to implement the project. Partners may be CSOs, but also community-based groups/organizations, academic institutions or other. The proponents should clearly describe and define the purpose and nature of the planned partnerships.

CSOs selected and awarded with Partnership Agreements will operate as UN Women's Responsible Parties (RPs)<sup>16</sup>. The RPs will participate in the thematic dialogue, networking, experience sharing events to be organized by UN Women.

All knowledge products and communication materials produced under the Partnership Agreement will be approved by UN Women and shall acknowledge the support of UN Women. They shall be in line with the EU communication and visibility tools and the EU-UN joint visibility guidelines. EU visibility requirements will be part of the Partnership Agreement.

#### **3. Timeframe: Start date and end date for completion of required services/results**

Indicative start date: 9 September 2021

Indicative end date: 9 September 2023

The period of implementation shall be minimum 24 months.

#### **4. Competencies**

##### **Technical/functional competencies required:**

- Track record of experience in the field of women's human rights, gender equality, women's empowerment.

Turkish version <https://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2019/addressing-violence-and-harassment-against-women-in-the-world-of-work-tu.pdf?la=en&vs=3051>

<sup>16</sup> A Responsible Party is an entity engaged by UN Women to support programme implementation providing services and/or goods using the programme budget and managing the use of these goods and/or services to carry out planned activities and produce outputs.



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- Specialized knowledge and expertise in the field that the proposal is submitted under (elimination of violence against women, increasing women's access to justice/human rights mechanisms, advancing women's economic empowerment).
- Experience in engaging with multiple stakeholders, including but not limited to: governmental and non-governmental organizations, community-based organizations and advocacy networks.
- The CSO will be selected only if it has proven capacity to deliver the proposed activity. The CSO's capacity will be assessed by UN Women as per UN Women's policies, rules and regulations.

**Other competencies, which while not required, can be an asset for the performance of services:**

- Experience in facilitating exchange of ideas, good practices and dissemination of knowledge and information throughout Turkey in the specific field of work is an asset.
- Familiarity with UN Women will be an asset.



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**Annex B-1**  
**Mandatory requirements/pre-qualification criteria**  
**[To be completed by proponents and returned with their proposal]**

**CFP No. CFP – TUR – 2021 – 01**

Proponents are requested to complete this form and return it as part of their submission. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

Mandatory requirements/pre-qualification criteria	Proponent’s response
Confirm that the services being requested are part of the key services that the proponent has been performing as an organization. This must be supported by a list of at least two customer references for which similar service is currently or has been provided by the proponent.	Reference #1: Reference #2:
Confirm proponent is duly registered or has the legal basis/mandate as an organization.	Yes/No
Confirm proponent as an organization has been in operation for at least five (5) years <sup>17</sup> .	Yes/No
Confirm proponent has a permanent office within the location area.	Yes/No
Proponent must agree to a site visit at a customer location in the location or area with a similar scope of work as the one described in this CFP.	Yes/No
Confirm that proponent has not been the subject of a finding of fraud or any other relevant misconduct following an investigation conducted by UN Women or another United Nations entity. The Proponent must indicate if it is currently under investigation for fraud or any other relevant misconduct by UN Women or another United Nations entity and provide details of any such investigation.	Yes/No
Confirm that proponent has not been the subject of any investigations and/or has not been charged for any misconduct related to sexual exploitation and abuse (SEA) <sup>18</sup> .	Yes/No
Confirm that proponent has not been placed on any relevant sanctions list including as a minimum the Consolidated United Nations Security Council Sanctions List(s), United Nations Global Market Place Vendor ineligibility and the EU consolidated Sanction list.	Yes/No

<sup>17</sup> In exceptional circumstances three (3) years of history registration may be accepted and it must be fully justified.

<sup>18</sup> [Secretary General’s Bulletin, 9 October 2003 on “Special measures for protection from sexual exploitation and sexual abuse” \(ST/SGB/2003/13\)](#), and United Nations Protocol on allegations of Sexual Exploitation and Abuse involving Partners



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## Section 2

**CFP No. CFP – TUR – 2021 – 01**

### **a. Instructions to proponents (Responsible Parties)**

#### **1. Introduction**

- 1.1 UN Women invites qualified parties to submit Technical and Financial Proposals to provide services associated with the UN Women requirement for Responsible Party.
- 1.2 UN Women is soliciting proposals from Civil Society Organizations (CSOs). Women's organizations or entities are highly encouraged to apply.
- 1.3 A description of the services required is described in CFP Section 1- C "Terms of Reference".
- 1.4 UN Women may, at its discretion, cancel the services in part or in whole.
- 1.5 Proponents may withdraw the proposal after submission, provided that written notice of withdrawal is received by UN Women prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UN Women may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.7 Effective with the release of this CFP, all communications must be directed only to UN Women, by email at [turkey.procurement@unwomen.org](mailto:turkey.procurement@unwomen.org). Proponents must not communicate with any other personnel of UN Women regarding this CFP.

#### **2. Cost of proposal**

2.1 The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the proponents, regardless of the conduct or outcome of the CFP process. Proposals must offer the services for the total requirement; proposals offering only part of the services will be rejected.

#### **3. Eligibility**

3.1 Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. See point 4 below for further explanation. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in **Annex B-1**. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

#### **4. Mandatory/pre-qualification criteria**

4.1 The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the CFP selection process, only those proponents with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident capacity to satisfy UN Women requirements and superior customer references for supplying the services envisioned in this CFP will qualify for further consideration. UN Women reserves the right to verify any information contained in proponent's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

4.2 Proponents will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, proponents must meet all the mandatory requirements/pre-qualification criteria described in this CFP.



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## 5. Clarification of CFP documents

5.1 A prospective proponent requiring any clarification of the CFP documents may notify UN Women in writing at UN Women e-mail address indicated in the CFP by the specified date and time. UN Women will respond in writing to any request for clarification of the CFP documents that it receives by the due date outlined on section 2. Written copies of UN Women response (including an explanation of the query but without identifying the source of inquiry) will be posted using the same method as the original posting of this (CFP) document.

5.2 If the CFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the advertised source.

## 6. Amendments to CFP documents

6.1 At any time prior to the deadline for submission of proposals, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the CFP documents by amendment. All prospective proponents that have received the CFP documents will be notified in writing of all amendments to the CFP documents. For open competitions, all amendments will also be posted on the advertised source.

6.2 In order to afford prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, UN Women may, at its discretion, extend the deadline for the submission of proposal.

## 7. Language of proposal

7.1 The proposal prepared by the proponent and all correspondence and documents relating to the proposal exchanged between the proponent and UN Women shall be written in English.

7.2 Supporting documents and printed literature furnished by the proponent may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the proponent.

## 8. Submission of proposal

8.1 Technical and financial proposals should be submitted as part of the template for proposal submission (Annex B2-3) in one email with the CFP reference and the clear description of the proposal by the date and time stipulated in this document. If the emails and email attachments are not marked as instructed, UN Women will assume no responsibility for the misplacement or premature opening of the proposals submitted. The email text body should indicate the name and address of the proponent.

All proposals should be sent by email to the following secure email address: [turkey.procurement@unwomen.org](mailto:turkey.procurement@unwomen.org)

8.2 Proposals should be received by the date, time and means of submission stipulated in this CFP. Proponents are responsible for ensuring that UN Women receives their proposal by the due date and time. Proposals received by UN Women after the due date and time may be rejected.

8.3 When receiving proposals by email (as is required for the CFP), the receipt time stamp shall be the date and time when the submission has been received in the dedicated UN Women inbox. UN Women shall not be responsible for any delays caused by network problems, etc. It is the sole responsibility of proponents to ensure that their proposal is received by UN Women in the dedicated inbox on or before the prescribed CFP deadline.

8.4 **Late proposals:** Any proposals received by UN Women after the deadline for submission of proposals prescribed in this document, may be rejected.

## 9. Clarification of proposals

9.1 To assist in the examination, evaluation and comparison of proposals, UN Women may, at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UN Women will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UN Women Policy and Procedures.



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**10. Proposal currencies**

10.1 All prices shall be quoted in Turkish Liras (TRY).

10.2 UN Women reserves the right to reject any proposals submitted in another currency than the mandatory currency for the proposal stated above. UN Women may accept proposals submitted in another currency than stated above if the proponent confirms during clarification of proposals, see item (8) above in writing, that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of CFP deadline as stated in the CFP letter shall apply.

10.3 Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory currency for the proposal above.

**11. Evaluation of technical and financial proposal**

**11.1 PHASE I – TECHNICAL PROPOSAL (70 points)**

11.1.1 Only proponents meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. Technical evaluators who are members of an Evaluation Committee appointed by UN Women will carry out the technical evaluation applying the evaluation criteria and point ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative technical score of 50 points.

1	Proposal is compliant with the Call for Proposal (CFP) requirements	15 points
2	The Organization’s mandate is relevant to the work to be undertaken in the TORs <b>(component 1)</b>	20 points
3	The Proposal demonstrates a sound understanding of the requirements of the TOR and indicates that the organization has the prerequisite capacity to undertake the work successfully <b>(components 2, 3 and 4)</b>	35 points
	<b>TOTAL</b>	<b>70 points</b>

**11.2 PHASE II - FINANCIAL PROPOSAL (30 points)**

Financial proposals will be evaluated following completion of the technical evaluation. The proponent with the lowest evaluated cost will be awarded 30 points. Other financial proposals will receive pro-rated points based on the relationship of the proponents’ prices to that of the lowest evaluated cost.

Formula for computing points:

Points = (A/B) Financial Points

Example: Proponent A’s price is the lowest at \$10.00. Proponent A receives 30 points. Proponent B’s price is \$20.00. Proponent B receives (\$10.00/\$20.00) x 30 points = 15 points

**12. Preparation of proposal**

12.1 You are expected to examine all terms and instructions included in the CFP documents. Failure to provide all requested information will be at proponent’s own risk and may result in rejection of proponent’s proposal.

12.2 Proponent’s proposal must be organized to follow the format of this CFP. Each proponent must respond to every stated request or requirement and indicate that proponent understands and confirms acceptance of UN Women stated requirements. The proponent should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the proponent’s proposal will be deemed as accepted by the proponent. The terms “proponent” and “contractor” refer to those organizations that submit a proposal pursuant to this CFP.



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12.3 Where the proponent is presented with a requirement or asked to use a specific approach, the proponent must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

12.4 The terms of reference in this document provides a general overview of the current operation. If the proponent wishes to propose alternatives or equivalents, the proponent must demonstrate that any such proposed change is equivalent or superior to UN Women established requirements. Acceptance of such changes is at the sole discretion of UN Women.

12.5 Proposals must offer services for the total requirement, unless otherwise permitted in the CFP document. Proposals offering only part of the services may be rejected unless permitted otherwise in the CFP document.

12.6 Proponent’s proposal shall include all of the following labelled annexes:

**CFP submission** (on or before proposal due date):

As a minimum, proponents shall complete and return the below listed documents (Annexes to this CFP) **as an integral part of their proposal**. Proponents may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part of proposal	<b>Annex B-1</b> Mandatory requirements/pre-qualification criteria
Part of proposal	<b>Annex B-2</b> Template for proposal submission
Part of proposal	<b>Annex B-3</b> Format of resume for proposed staff
Part of proposal	<b>Annex B-4</b> Capacity Assessment minimum Documents

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

**13 Format and signing of proposal**

13.1 The proposal shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

13.2. A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the proponent, in which case such corrections shall be initialled by the person or persons signing the proposal.

**14 Award**

14.1 Award will be made to the responsible and responsive proponent with the highest evaluated proposal following negotiation of an acceptable contract. UN Women reserves the right to conduct negotiations with the proponent regarding the contents of their proposal. The award will be in effect only after acceptance by the selected proponent of the terms and conditions and the terms of reference. **The agreement will reflect the name of the proponent whose financials were provided in response to this CFP.** Upon execution of agreement UN Women will promptly notify the unsuccessful proponents.

14.2 The selected proponent is expected to commence providing services as of the date and time stipulated in this CFP.

14.3 The award will be for an agreement with an original term of 24 months with the option to renew under the same terms and conditions for an additional period or periods as indicated by UN Women.



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## Annex B-2 Template for proposal submission

**Call for proposal: Strengthening civil society capacities and multi-stakeholder partnerships to advance women’s rights and gender equality in Turkey**

**CFP No. CFP – TUR – 2021 – 01**

<b>Mandatory requirements/pre-qualification criteria</b>
--

Proponents are requested to complete this form (**Annex B-2**) and return it as part of their submission. Proponents must meet all mandatory requirements/pre-qualification criteria as set out in **Annex B-1**. Proponents will receive a pass/fail rating on this section. To be considered, proponents must meet all the mandatory criteria described in Annex B-1. UN Women reserves the right to verify any information contained in proponent’s response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will result in disqualification.

<b>Component 1: Organizational Background and Capacity to implement activities to achieve planned results (max 1.5 pages)</b>
---

This section should provide an overview with relevant annexes that clearly demonstrate that the proposing organization has the capacity and commitment to implement successfully the proposed activities and produce results. Key elements to be covered in this section include:

1. Nature of the proposing organization – Is it a community-based organization, national or sub-national NGO, research or training institution, etc.?
2. Overall mission, purpose, and core programmes/services of the organization
3. Target population groups (women, indigenous peoples, youth, etc.)
4. Organizational approach (philosophy) - how does the organization deliver its projects, e.g., gender-sensitive, rights-based, etc.
5. Length of existence and relevant experience
6. Overview of organizational capacity relevant to the proposed engagement with UN Women (e.g., technical, governance and management, and financial and administrative management)

<b>Component 2: Expected Results and Indicators (max 1.5 pages)</b>
---

This section should articulate the proponent’s understanding of the UN Women Terms of Reference (TOR). It should contain a clear and specific statement of what the proposal will accomplish in relation to the UN Women TOR. This should include:

1. The **problem statement** or challenges to be addressed given the context described in the TOR.
2. The specific **results** expected (e.g., outputs) through engagement of the proponent. The expected results are the measurable changes which will have occurred by the end of the planned intervention. Propose specific and measurable indicators which will form the basis for monitoring and evaluation. These indicators will be refined, and will form an important part of the agreement between the proposing organization and UN Women.

<b>Component 3: Description of the Technical Approach and Activities (max 2.5 pages)</b>
--

This section should describe the technical approach and should be able to show the soundness and adequacy of the proposed approach, what will actually be done to produce the expected results in terms of activities. There should be a clear and direct linkage between the activities and the results at least at the output level. Specific strategies should also be described to support the achievement of results, such as building partnerships, etc.

Activity descriptions should be as specific as necessary, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done. In describing the activities, an indication should be made regarding the organizations and individuals involved in or benefiting from the activity.



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This narrative is to be complemented by a tabular presentation that will serve as Implementation Plan, as described in Component 4.

**Component 4: Implementation Plan (max 1.5 pages)**

This section is presented in tabular form and can be attached as an Annex. It should indicate the **sequence of all major activities and timeframe (duration)**. Provide as much detail as necessary. The Implementation Plan should show a logical flow of activities. Please include in the Implementation Plan all required milestone reports and monitoring reviews.

**Implementation Plan**

Project No:		Project Name:											
Name of Proponent Organization:													
Brief description of Project													
		Project Start and End Dates:											
Brief Description of Specific Results (e.g., Outputs) with corresponding indicators, baselines and targets. Repeat for each result													
List the activities necessary to produce the results Indicate who is responsible for each activity		Duration of Activity in Months (or Quarters)											
Activity	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
1.1													
1.2													
1.3													
1.4													

**Monitoring and Evaluation Plan (max. 1 page)**

This section should contain an explanation of the plan for monitoring and evaluating the activities, both during its implementation (formative) and at completion (summative). Key elements to be included are:

- How the performance of the activities will be tracked in terms of achievement of the steps and milestones set forth in the Implementation Plan
- How any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received
- How the participation of community members in the monitoring and evaluation processes will be achieved

**Component 5: Risks to Successful Implementation (1 page)**

Identify and list any major risk factors that could result in the activities not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the economics of the activity). Describe how such risks are to be mitigated.

Include in this section also the key **assumptions** on which the activity plan is based on. In this case, the assumptions are mostly related to external factors (for example, government environmental policy remaining stable) which are anticipated in planning, and on which the feasibility of the activities depend.

**Component 6: Results-Based Budget (max. 1.5 pages)**

The development and management of a realistic budget is an important part of developing and implementing successful activities. Careful attention to issues of financial management and integrity will enhance the effectiveness and impact. The following important principles should be kept in mind in preparing a project budget:

- Include costs which relate to efficiently carrying out the activities and producing the results which are set forth in the proposal. Other associated costs should be funded from other sources.
- The budget should be realistic. Find out what planned activities will actually cost, and do not assume that would cost less.
- The budget should include all costs associated with managing and administering the activity or results, particularly include the cost of monitoring and evaluation.
- The budget could include "Support Costs": those indirect costs that are incurred to operate the Partner as a whole or a segment thereof and that cannot be easily connected or traced to implementation of the Work, i.e., operating expenses, over-head



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costs and general costs connected to the normal functioning of an organization/business, such as cost for support staff, office space and equipment that are not Direct Costs.

- “Support Cost Rate” means the flat rate at which the Partner will be reimbursed by UN Women for its Support Costs, as set forth in the Partner Project Document and not exceeding a rate of 8% or the rate set forth in the Donor Specific Conditions, if that is lower. The flat rate is calculated on the eligible Direct Costs.
- The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the Budget Sheet should agree with those on the proposal header and text.

<b>Result 1 (e.g. Output)</b> Repeat this table for each result.				
<b>Expenditure Category</b>	<b>Year 1, [Turkish Lira]</b>	<b>Total, [Turkish Lira]</b>	<b>US\$</b>	<b>% Total</b>
1. Personnel				
2. Equipment / Materials				
3. Training / Seminars / Travel Workshops				
4. Contracts				
5. Other costs <sup>19</sup>				
6. Incidentals				
7. Other support requested				
8. Support Cost (not to exceed 8% or the relevant donor %)				
<b>Total Cost for Result 1</b>				

I, (Name) \_\_\_\_\_ certify that I am (Position) \_\_\_\_\_ of (Name of Organization) \_\_\_\_\_; that by signing this Proposal for and on behalf of (Name of Organization) \_\_\_\_\_, I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit to be bound by this Technical Proposal for carrying out the range of services as specified in the CFP package and respecting the Terms and Conditions stated in the UN Women Partner Agreement template (Document attached).

\_\_\_\_\_  
(Signature)

(Seal)

(Printed Name and Title)

(Date)

<sup>19</sup> “Other costs” refers to any other costs that is not listed in the Results-Based Budget. Please specify in the footnote what they are: \_\_\_\_\_



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### Annex B-3 Format of resume for proposed staff

**Call for proposal: Strengthening civil society capacities and multi-stakeholder partnerships to advance women’s rights and gender equality in Turkey**

**CFP No. CFP – TUR – 2021 – 01**

Name of Staff: \_\_\_\_\_

Title: \_\_\_\_\_

Years with NGO: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Education/Qualifications:** (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees-professional qualifications obtained).

**Employment Record/Experience**

(Starting with present position, list in reverse order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment).

**References**

Provide names and addresses for two (2) references.



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## Annex B-4

### **Capacity Assessment minimum Documents**

**(to be submitted by potential Responsible Parties and submission assessed by the reviewer)**

Call for proposal: Strengthening civil society capacities and multi-stakeholder partnerships to advance women’s rights and gender equality in Turkey

CFP No. CFP – TUR – 2021 – 01

#### Governance, Management and Technical

Document	Mandatory / Optional
Legal registration	Mandatory
Rules of Governance / Statues of the organization	Mandatory
Organigram of the organization	Mandatory
List of Key management	Mandatory
CVs of Key Staff proposed for the engagement with UN Women	Mandatory
Anti-Fraud Policy Framework which is consistent with UN women’s one or adoption of UN Women anti-fraud policy	Mandatory
Sexual Exploitation and Abuse (SEA) policy consistent with the UN SEA bulletin <a href="https://www.un.org/womenwatch/dsg/ST/SGB/2003/13">ST/SGB/2003/13</a>	Mandatory
Where RP has adopted UN Women SEA Protocol, RP has to ensure to have developed a SEA policy;	

#### Administration and Finance

Document	Mandatory / Optional
Administrative and Financial Rules of the organization	Mandatory
Internal Control Framework	Mandatory
Audited Statements of last 3 years	Mandatory
List of Banks	Mandatory
Name of External Auditors	Optional

#### Procurement

Document	Mandatory / Optional
Procurement Policy/Manual	Mandatory
Templates of the solicitation documents for procurement of goods/services, e.g. Request for Quotation (FRQ), Request for Proposal (RFP) etc.	Mandatory
List of main suppliers / vendors and copy of their contract(s) including evidence of their selection processes	Optional

#### Client Relationship

Document	Mandatory / Optional
List of main clients / donors	Mandatory
Two references	Mandatory
Past reports to clients / donors for last 3 years	Optional